



STATE OF WASHINGTON
Department of Enterprise Services
RENEWAL REQUEST

	(PLEASE TYPE OR PRINT)	OFFICE USE ONLY
DATE OF REQUEST	DATE OCCUPANCY OR ACTION NEEDED	SPACE REQUEST NUMBER RECD BY DES
REQUESTING AGENCY	PERSON TO CONTACT	
AGENCY UNIT TO OCCUPY REQUESTED SPACE	TELEPHONE NO. FAX NO. E-MAIL ADDRESS	

I certify that the requested space is necessary and funds are available to implement this request and that all information is accurate.

INSERT NAME	INSERT TITLE	AUTHORIZED SIGNATURE (REQUESTED AGENCY) AGENCY HEAD OR DESIGNEE	DATE SIGNED
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FEATURES DESIRED: (Leased Space Only)

- Lease Term Years, Starting and ending
- ☐ Option Providing for Cancellation
- ☐ Cancellable after , on days prior notice
- ☐ Other (specify):
- Rent to Include: ☐ Janitorial services and all utilities in standard lease form except
- ☐ All alterations and Tenant Improvements
- ☐ Parking spaces

PRESENT LEASE STATUS OF SUBJECT AGENCY UNIT:

Present Lease No. Present Rental Amount \$0.00 Month Size SF

Current leased facility address:

Expiration date of present lease:

Present lease cancelable after: , on days prior notice

Present lease options permit: ☐ Extending term to

☐ Adding sq. ft. space after , on days notice

COMMENTS: (Attach additional page(s) if required)

- Maintenance and improvements desired:
- Additional requests:

Please note: If changes to the facility (i.e. expansion, downsize, remodel) are needed that may require added transactions and/or design or construction services, a services request form should be submitted at the same time (<https://fortress.wa.gov/ga/apps/RES/Default.aspx>) and an Interagency Agreement or Task Order will be created between the requesting agency and the Department of Enterprise Services. If you have any questions regarding items not covered under the base services for a renewal, please call 360-902-7373.